



J O B D E S C R I P T I O N

POSITION: **TENNIS INSTRUCTOR I (AS I)**

WAGE: **\$8.24 - \$8.65 - \$9.08 - \$9.54 - \$10.02 - \$10.52 - \$11.04 - \$11.59 PER HOUR**

JOB DESCRIPTION:

Instruct small groups in the basic stroke mechanics and simple court strategies of tennis.

EXAMPLES OF DUTIES: *(These duties are a general description and are not all inclusive)*

- *Provide quality tennis lessons*
- *Maintain rosters and City forms*
- *Enforce City policies and procedures*
- *Implement lesson plans provided by the City*
- *Participate in promotional opportunities, staff training and meetings when required*

SUPERVISION EXERCISED AND RECEIVED:

General supervision is provided by the Tennis Operations Supervisor

MINIMUM QUALIFICATIONS:

- *Must be at least 16 years of age*
- *Possess all technical expertise needed to provide quality tennis lessons with emphasis on basic stroke mechanics*
- *Must be able to work in changing climates (indoors and outdoors)*
- *Willingness to comply with suspected child abuse reporting (11166.5PC)*
- *All new employees must submit verification of legal right to work in the United States Within 72 hours of beginning employment*
- *Must be reliable and have reliable transportation*

DESIRABLE QUALIFICATIONS:

- *Knowledge of communication techniques*
- *Ability to work independently*
- *Ability to establish and maintain productive relations and positive attitude with and toward others*
- *Can be relied upon to complete tasks*
- *Teaching experience*

SELECTION PROCESS:

Qualified applications will be evaluated on the basis of related experience and quality of presentation. The most highly qualified applicants will be invited to an oral interview. Applicant evaluations will include a written and physical test. Qualified candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established. Some placements may be assigned to emphasize public education as the City's needs require.

APPLICATIONS MAY BE OBTAINED AT:

City of Fremont
Parks & Recreation Department Office
3300 Capitol Avenue, Building B
Fremont, CA 94537-5006

Or at any City of Fremont Parks and Recreation Department facility
Or www.fremont.gov

For further information about this position, please call (510) 790-5510

***THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER.
WE DO NOT DISCRIMINATE ON ANY BASIS.***

The City of Fremont Parks & Recreation Department will make reasonable efforts in the examination process to accommodate persons with disabilities and for religious reasons. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

Some positions may require a health evaluation.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

FINGERPRINTING & TB TEST ARE REQUIRED FOR THIS POSITION

01/29/09